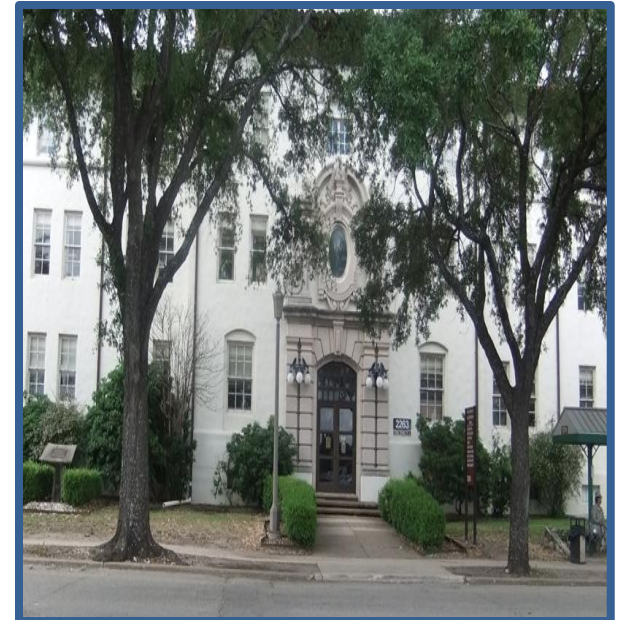




# CIVILIAN PERSONNEL SECTION





## CIVILIAN PERSONNEL SECTION

---



### **AGENDA**

- Introduction of Civilian Personnel Service Staff
- Office Location
- Federal Employees Health Benefits
- Retirements/Out-Processing
- Single Staffing Tool
- QUESTIONS



## **CIVILIAN PERSONNEL SECTION**

---



## **OFFICE LOCATION**

- Building 2263, Room B108 (basement)

## **HOURS OF OPERATION**

- MONDAY THRU FRIDAY 0900-1500 (9 AM – 3 PM)



## CIVILIAN PERSONNEL SECTION

---



### **Are You Retiring Between 31 Dec 10 and 3 Jan 11?**

- Our office needs to be notified
  - Contact Patsy Nichols at 808-7571 to set up a time to out-process
- You need to make sure you Out Process
  - By contacting our office, we will provide you with the appropriate Out-Processing Checklist



## CIVILIAN PERSONNEL SECTION

---



# **FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB)**

- Open Season Ends 13 Dec 10
- Children up to age 26 can be covered under your insurance effective this open season
- Elections need to be accomplished via EBIS or the BEST Hotline at 1-800-525-0102



## CIVILIAN PERSONNEL SECTION

---



## HOW DO YOU CONTACT US?

- Civilian Personnel Officer, 808-7580
- C, Workforce Effectiveness Branch, 808-7571
- HR Specialist , 808-7578
- HR Specialist, 808-7572